



## OFFICE OF COMPETITIVE GRANTS

### PROCESS FOR GRANTS UNDER \$5,000

#### Office of Competitive Grants

#### About Us

#### Department Staff

##### **Director**

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##### **E-fax number:**

(915) 435-9553

1. At least 7 business days before the funder's deadline for the grant application, please fax or email to the Director of the Office of Competitive Grants (OCG) the following:
  - Completed grant application
  - Signed Campus Grant Submission Form
  - Information on the criteria for grant funding
2. If you need assistance with your application, please contact the OCG early in the process.
3. After receipt of your information, the OCG will contact you regarding any questions and will start the mandatory "routing" of the grant application for central office administrative approval. You should not submit the grant request to the funder until approval is received. The OCG will work to obtain approval by the grant deadline. Once approval is received you will be notified to submit the grant application.
4. When you submit the grant application, make sure you keep a complete copy for your records. The OCG will log the grant request in our records and keep a file copy of the request. You must inform the OCG of any changes in the grant amount or activities that occurred between the time of central office administrative approval and the grant submission.
5. When you receive notice of grant funding or denial, please contact the OCG with this information.